

# GOVERNMENT OF THE DISTRICT OF COLUMBIA

Child and Family Services Agency



CONTRACTS AND PROCUREMENT ADMINISTRATION

## DETERMINATION AND FINDINGS FOR A SOLE SOURCE CONTRACT

**CONTRACT NO.:** DCRL-2013-R-0029  
**CAPTION:** Foster Parent Capacity Building Project  
**PROPOSED CONTRACTOR:** Foster and Adoptive Parent Advocacy Center  
**PROGRAM AGENCY:** Child and Family Services Agency

### FINDINGS

**1. AUTHORIZATION:**

D.C. Official Code § 2-354.04, 27 DCMR 1304 and 1702

**2. MINIMUM NEED:**

The Government of the District of Columbia, Child and Family Services Agency (CFSA), has an immediate need for the services of Foster and Adoptive Parent Advocacy Center to provide services which include better communication with the resource parents, training, newsletters and other mailings, bridging the gap between the agency and the resource parents, and helping to recruit more resource parents in the district.

**3. ESTIMATED REASONABLE PRICE:**

\$64,282.00

**4. FACTORS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:**

- (a) The proposed provider, Foster and Adoptive Parent Advocacy Center, provides Individual Case Advocacy and Support, Resource Parent Training, Peer Advocacy Training (PAT), Systemic Advocacy, Professional Training and Dialogue/Building Partnership and Bridges, Birth Parent Partnership, and Agency Consultation.
- (b) The proposed provider is aware of the services to be provided and is capable of performing services, and has performed in this capacity before.
- (c) Due to the nature of advocacy for adoptive parents, this service is needed to ensure the best possible outcome of adoptions that have and will take place.

- (d) A market survey was performed by attempting to locate providers that offer these services for adoptive parents in the District of Columbia. FAPAC is currently the only provider championing this kind of effort to recruit more foster families.

**5. CERTIFICATION BY AGENCY HEAD:**

I hereby certify that the above findings are true, correct and complete.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director  
Brenda Donald

**6. CERTIFICATION BY CONTRACTING OFFICER:**

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tara Sigamoni  
Chief Contracting Officer

**DETERMINATION**

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive bidding process under either Section 402 or 403 of the District of Columbia Procurement Practice Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code §2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tara Sigamoni  
Agency Chief Procurement Officer